

CIA Records Administration Officer

17 October 1962

Records Management Officer/OS

Revision of Form 30

1. The Form 30 used to request approval of a new or revised form requires much information which no one but the new form originator can answer. It is very desirable that the Form 30 be filled out by the form originator as he prepares the draft of his new or revised form.

2. You will notice on the attached exhibit "A" that the existing Form 30, dated 6-60, does not distinguish the portions only the originator can provide (Red), the part a Records Officer can supply (Blue), and finally the part only the Forms Manager can officially fill in (Green). All information blanks are intermingled regardless of who fills in what.

3. With your permission I would like to submit the attached rough draft (exhibit B) of a revised form 30 for the consideration of your Forms Analysts. I am certain a revised Form 30 that is divided into three parts and each sub-section distinctly outlined will enable the form originator to fill this out properly. Such a form request will compel the originator to consider factors of new forms he frequently neglects today. The system will free your Records Officers of a frequent though minor clerical operation thereby permitting them more time for the Records Managing they are assigned to be doing.



STAT

Attachments:

- A - Current Form
- B - Revised Draft

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
UNCLASSIFIED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>mc</i>		
2			
3			
4			
5			
6			

<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	SIGNATURE

Remarks:

Vince will be told that Form 30 was received prior to receipt of his idea. Also that the idea looks pretty good & we'll take another look at it when the Form 30 comes up for reprint.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
<i>Paul</i>	<i>11/1/02</i>